

Ref No. LNCP/FIC/2021-22/01

Date: 25/01/2021

**FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE**

**Objectives, Functions & Responsibilities:**

The Finance & Infrastructure (Equipment, Building ETC.) Committee is a Principal Committee responsible for all matters relating to the financial affairs, Building Equipment and other Infrastructure of the Institute encompassing the areas of strategic financial planning, resource management, financial monitoring, Equipment, Building, Infrastructure and policy related issues and to provide timely advice to Board on these areas.

In the Finance matter, it shall be responsible for formulation of the annual budget. The recommendations of the committee shall be brought before the Governing body for acceptance.

In Equipment Building & other Infrastructure, the Committee shall deals in policy issues pertaining to equipment. It shall also be responsible for all the work relating to the construction and maintenance of the building, equipments etc.

Further to ensure that the institution is operating in a financially sustainable manner by Issues pertaining to equipment the construction and maintenance of the building, equipments etc.

Further to ensure that the institution is operating in a financially sustainable manner by balancing short-term and long-term obligations and goals. In order to fulfill this purpose, the board has certain role and responsibility.

To carry out the governing board's financial, equipment, building and infrastructure related advisory responsibility to ensure the institution's mission and purpose is fulfilled by.

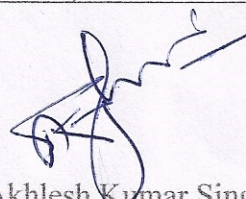
1. Gaining an understanding of how the institution is financially supported/capitalized.
2. Monitoring the Institution's financial efficiency.  
Provide financial, equipment, building & other infrastructural guidance to the board of trustees through:
  - a. Assessing how to protect the institution's resources.
  - b. Overseeing the budgeting process to ensure that they are based on reasonable assumption, aligned with institutional goals and that they are properly mentioned.
3. Determine what is possible given the available resources of the institution:
  - a. Stay involved with other committees regarding new projects and expenditures.
  - b. Assist management in executing the strategic goals of the organization by:
  - c. Establishing guardrails for management regarding their financial decision making authority.
  - d. Ensuring management has the resources and skills required to facilitate proper internal controls.
  - e. Timely communication of all pertinent issues to the board of directors.
  - f. Control of Fixed Assets and Stock



**COMPOSITION:**

S. No.	NAME	DESIGNATION	PROFILE	Function	Responsibility
1.	Shri. J.N. Chouksey	Chairman and Managing Trustee	Chairman	To assess, provide & control financial needs and expenses of the College and allocate funds.  To provide adequate funds for infrastructural development, departmental facilities, general facilities etc.  To deal with all the policy matters related to Equipment, building and other infrastructure.	To observe there is no financial crunch.
2.	Smt. Poonam Chouksey	Vice Chairperson	Member		To look into timely disbursement of salary and payment of taxes and pending bills etc.
3.	Dr. Anupam Chouksey	Secretary	Member		
4.	Dr. Ashok Kumar Rai	Director Administration	Member		
5.	Dr. Akhlesh Kumar Singhai	Director LNCP	Director & Ex officio Secretary		To plan and guide policy matters related to Equipment, building and other infrastructure
6.	Dr. Govind Nayak,	Professor	Member		

Frequency of Meeting: Twice in a year



Dr. Akhlesh Kumar Singhai

Director & Ex-Officio Member Secretary

*Principal*  
Lakshmi Narain College of Pharmacy  
BHOPAL

Copy to:

1. Shri. J.N. Chouksey , Chairman and Managing Trustee
2. Smt. Poonam Chouksey, Vice Chairperson
3. Dr. Anupam Chouksey, Secretary
4. Dr. Ashok Kumar Rai, Staff Representative
5. Dr. Govind Nayak, Faculty Representative



REF. No.:LNCP/FIC/2021-22/02

Date: 04/10/2021

**FINANCE & INFRASTRUCTURE COMMITTEE**

**Notice of FIC Meeting No.1 of 2021**

The meeting of FIC Meeting No. 2 of 2021 will be held on 1/11/2021 Monday) in the Board Room of the College at 11 am.

1. Confirmation of minutes of FIC meeting No 1 of 2020
2. Commencement of 7<sup>th</sup> Semester B.Pharm
3. Commencement of 5<sup>th</sup> Semester B.Pharm
- 4 Commencement of 3<sup>rd</sup> Semester B Pharm & M Pharm
5. Admission in 1<sup>st</sup> Year
6. Induction Program for 1 year students & Commencement of 1st Semester B. Pharm
- 7 Recruitment of teaching and Non-teaching Staff
- 8 Library Information
- 9 General information about infrastructure development and miscellaneous issues
  - (a) Implementation of fees structure
  - (b) Construction of Girls Hostel & Lift
  - (c) Fitment of Camera in Class Rooms



Dr. Akhlesh Kumar Singhai

Director & Ex-Officio Member Secretary

*Principal*

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**FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE**

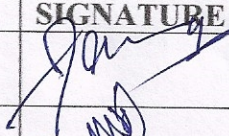

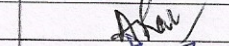

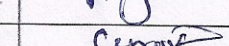
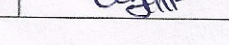
Ref No.: LNCP/FIC/2021-22/03

Date: 01/11/2021

Minutes of Meeting

A Finance & Infrastructure Committee meeting was held on 01/11/2021 (Monday) at 11 a.m. in Board room of LNCP. The Member secretary & Principal Dr. Akhlesh Kumar Singhai welcomed all distinguished members of the Committee.

The following distinguished members of the committee attended the meeting:-

S. No.	NAME	DESIGNATION	PROFILE	SIGNATURE
1.	Shri. J.N. Chouksey	Chairman and Managing Trustee	Chairman	
2.	Smt. Poonam Chouksey	Vice Chairperson	Member	
3.	Dr. Anupam Chouksey	Secretary	Member	
4.	Dr. Ashok Kumar Rai	Director Administration	Member	
5.	Dr. Akhlesh Kumar Singhai	Director LNCP	Director & Ex officio Secretary	
6.	Dr. Govind Nayak,	Professor	Member	

Agenda Item No. 1 Confirmation of minutes of FIC meeting No 1 of 2020: Member secretary had read out the minutes of FIC meeting No. 1 of 02/11/2020 The minutes and action taken report of the said FIC were noted and confirmed

Item No. 02 Commencement of 7<sup>th</sup> Semester B.Pharm The semester had started from 02/08/2021 100% course coverage had been ensured by 18/11/2021 The course conduction was well planned with remedial classes for weak and absent students. The point was appreciated and noted

Item No 03 Commencement of 5<sup>th</sup> Semester B Pharm The semester had started from 02/08/2021, 100% course coverage was to be ensured by 18/11/2021 The course conduction had been well planned with remedial classes for weak and absentee students. The course had been in final phase now. The point was appreciated and noted.

Item No. 04: Commencement of 3<sup>rd</sup> Semester B.Pharm. & M.Pharm: The semester had started from 16/8/2021 100% course coverage will be ensured by 30/11/2021. The course conduction have been well planned with remedial classes for weak and absentee students. The course has been going on well right now. The point was appreciated and noted. The academic activities were conducted online initially and later advised students to attend classes in institute as per academic calendar.

Item No: 05: Admission in 1 Year The admission process was initiated by DTE Govt of MP in Sep-Oct 2021 for admissions in Pharmacy courses. Online counseling for B.Pharm courses ended on 23/10/2021 followed by CLC in first week of Nov 2021 Our faculties worked hard in admissions of 1<sup>st</sup> year students and Institute had received a good numbers of meritorious students.

Item No: 06: Induction Program for 1<sup>st</sup> year students & Commencement of 1st Semester B.Pharm: The semester had started from 8/11/2021 The induction program is conducted as per the guidelines of AICTE 100% course coverage will be ensured by 28/2/2022 The course conduction have been well planned. The course had started from now. The point was appreciated and noted.





Item No: 07: Recruitment of teaching and Non-teaching Staff Based on the recruitment projected by the Director the recruitment is ongoing process which is continued

Item No 08: Library Information: Member secretary apprised that wi-fi facilities were smoothly working in Library premises and students were happily using these facilities. The timing of the library had been from 09 am to 08 pm. Another fatal corona wave came in 2021, somewhere in April 2021 with long lockdown and casualties. Though due to Covid second wave all the activities were run on online after April 2021. Even after reopening in Sep 2021. few students were showing courage to come to the institute. During absence of students, upkeep and maintenance of books were carried out when students were not available in the campus. Books are maintained and placed properly; Govt. had issued letter permitting offline classes, with strict compliance of Covid protocol in 17/09/2021. We made all the necessary preparations in Library as students had started to visit the campus.

It was stated by member secretary that they had worked out requirement of books and placed orders, addition of new books, reading materials etc. The List of books procured in last year are produced herewith. All are requested to kindly peruse through it All faculties were time and again requested to motivate students to read English news papers daily. Those interested in research shall be motivated to use research journals Students shall be repeatedly made educated to handle books carefully and return in time

At the end, the Chairman and members expressed their happiness for the good work faculties and staff is doing in constantly enhancing and maintaining the quality of the Institute. They advised to work always towards being the best. They further advised to make all out endeavor to maintain and also bring best practices and bring more and more laurels to the Institute.

  
Dr. Akhilesh Kumar Singhai

Director & Ex-Officio Member Secretary

*Principal*

**Lakshmi Narain College of Pharmacy  
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